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MEMORANDUM FOR: Executive Director-Comptroller  
Deputy Director for Intelligence  
Deputy Director for Plans  
✓ Deputy Director for Science and Technology

SUBJECT : Employee Cafeteria Committee

1. It is proposed to establish an Employee Cafeteria Committee which will be advisory to the Director of Logistics in the monitoring of cafeteria operations. Such a committee would serve as a channel by which employees in each Directorate can, through their representative, make known their viewpoints on cafeteria operations. It is the Agency's desire to maintain a cafeteria that provides quality food, a high level of service and at reasonable prices. The comments, suggestions and criticisms of the employees who patronize the cafeterias are important in maintaining a high level of service and being responsive to the needs of the employees. At the same time the Committee through the Directorate representatives can explain to the employees the operation of the cafeterias and the actions that are being taken to maintain the appropriate level of service. In effect it would be a two-way street communicating with employees on the cafeteria operations.

2. The Committee will meet with the Director of Logistics and establish means by which views of the employees can be made known to the Director of Logistics for appropriate consideration and action. The Committee would be expected to become familiar with the cafeteria operations and make appropriate recommendations to the Director of Logistics.

3. Although the cafeteria is operated by the Government Services, Incorporated under a contract with the General Services Administration, the monitoring of the cafeteria operation is the responsibility of the Agency. The Employee Cafeteria Committee can assist in making this a more effective operation. It is requested that you nominate by 18 October a representative from your Directorate to serve on this Committee. After the nominations are received the Committee will be constituted and an Agency notice issued concerning its operation and responsibilities.

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K. L. Bannerman  
Deputy Director

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cc: D/L

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